



## RAISE THE BAR. COMMIT TO EXCELLENCE.

DR. MARGUERITE VANDEN WYNGAARD, SUPERINTENDENT OF SCHOOLS

October 2, 2013

Dear Families:

I am writing to let you know about the process for parents and legal guardians of students to request the final quality rating and composite effectiveness score for each of the teachers and for the principal of the school building to which your child is assigned this school year. Please be advised that state education law does not allow the release of any additional information about individual teachers.

Only parents and legal guardians may have access to the final quality rating and composite score of the student's teacher(s) and principal. School districts are required to take reasonable steps to insure that the person requesting the information is a parent or legal guardian of the student to whom the teacher(s) or principal is assigned. Therefore, any request must be in writing on the form provided with this notice. No oral requests will be honored. The school district may request additional verification such as licenses or other photo identification to verify that the person requesting the information is the parent or legal guardian of the student. In the case of legal guardians, the school district will require proof of guardianship (e.g. court orders, etc.). The status of the requesting person will be verified against other information the school district has concerning the student (e.g. information or documents submitted at the time of registration) and the requesting person will be notified once their request has been verified and approved.

Once the request is approved, an appointment with the administrator, or other individual authorized to release such information, will be arranged. At the meeting the rating and score will be verbally provided. At this same meeting, the parent or guardian will also receive the required explanation regarding the rating and score to best understand them in the context of teacher evaluation and student performance. If a parent or guardian is unable to meet in person, they may receive the information verbally by phone. Since the State Education Department does not provide all of the information needed to establish final teacher and principal ratings and composite scores until the beginning of school, the final rating and composite scores for 2013-14 will be accessible beginning October 21. Requests for the information may be made on or after that date.

Please also know that a teacher or principal may appeal their final rating and composite score. In these cases, the rating and composite score will not be available until the appeal process has concluded. If you have any questions about this procedure, please contact me at any time.

Sincerely,

Marguerite Vanden Wyngaard, Ph.D.  
Superintendent of Schools